



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 08/19/2016	Employee Requisition Number ER-16257	JOB OPPORTUNITY	
Title/Position: CASE WORKER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Reintegration Program Manager, the case worker will advocate and provide services to male/female adult offenders who have served time in a department of corrections facility, institution or agencies who are under contract for incarceration services.
Principal Duties and Responsibilities:	<p>Include the following. Other duties may be assigned.</p> <p>Interview clients who are or have been incarcerated and in crisis situations social, emotional, financial, marital, health, or other problems to develop background and details of problems.</p> <p>Assess and evaluate cases and prepare and implement treatment and case management plans.</p> <p>Counsel program clients, assisting them to identify and resolve problems and make effective use of resources.</p> <p>Organize and conduct support groups for service recipients, including victims impact groups and support groups for clients experiencing re-entry barriers.</p> <p>Maintains a working relationship with staff of other agencies and institutions and facilities and acts as a liaison between clients and the agency or institution.</p> <p>Works collaboratively with staff serving former/currently incarcerated participants.</p> <p>Develops and maintains contact with other agency staff and local service providers to develop specialized services for Reintegration participants and their immediate families.</p> <p>Help clients understand the reintegration process and how it affects successful outcomes.</p> <p>Assist clients in finding ways of adjusting to release from prison that will allow for a life style as comfortable as the situation will permit.</p> <p>Encourage clients to do things for themselves to retain feelings of independence and self-esteem.</p> <p>Provide consultation to staff of specific cases involving program participants.</p> <p>Prepare and maintain written case records, reports, and forms, perform case follow-up and closing, and preform other administrative tasks as</p>



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	required.
Minimum Requirements:	Six months to one year related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	Associate's degree (A.A.) or equivalent from two-year college or technical school
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.